



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7220.5C CH-1  
Code N3  
30 January 1995

PERSUPPACT SAN DIEGO INSTRUCTION 7220.5C CHANGE TRANSMITTAL 1

Subj: TRAVEL CLAIM PROCESSING FOR PCS, TEMADD (TAD/TDY) AND  
TRAVEL CLAIMS FOR AT/ADT (ACDTRA)

Encl: (1) Travel Claim Check — List

1. Purpose. To transmit change 1 to the basic instruction.

2. Action

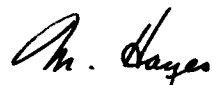
a. On page 7 of the basic instruction, add new subparagraph  
7.m:

"m. To avoid common errors and oversights when settling  
PCS/TEM DU/TEMADD/AT/ADT travel claims, travel voucher examiners  
will complete a copy of enclosure (5), 'Travel Claim Check-List,'  
for each travel claim submitted."

b. On enclosure (4) to the basic instruction, at the top of  
the travel claim processing work flow chart, next to "LOG" add  
"3. APPEND TRAVEL CLAIM CHECK-LIST."

c. Insert enclosure (1) to the basic instruction as new  
enclosure (5).

3. Cancellation. When the basic directive is superseded by a  
revision, or otherwise canceled.

  
M. HAYES

Distribution:  
PERSUPPACTSANDIEGOINST 5216.1H List II

## TRAVEL CLAIM CHECK—LIST

(Applies to DD Form 1351-2, Oct 91)

TRAVELERS NAME	TRAVEL ORDER NUMBER	COMMAND/ACTIVITY

✓ **ORIGINAL AND 2 COPIES OF ENDORSED TRAVEL ORDERS**

- ☐ Attach statement of "Lost Original" orders if applicable.
- ☐ Orders endorsed regarding availability of government messing & berthing.
- ☐ Obtained proper reporting/detaching endorsements.

✓ **ORIGINAL AND 2 COPIES OF ALL RECEIPTS ATTACHED TO CLAIM**

- ☐ Lodging (hotel, motel, BEQ/BOQ)   ☐ Taxi   ☐ Rental Car   ☐ Parking.
- ☐ Commercial Airline Ticket/PNR   ☐ Registration Fees Receipt.
- ☐ Any miscellaneous expenditure over \$25.00.

**NOTE:** In the event of lost original receipts, the traveler must prepare and sign a "lost original receipt" statement and file original and two copies with travel claim. Photo copy of receipts required for rental car, lodging, registration fees, and airline tickets must be filed with the travel claim.

✓ **ARE NAME, RANK/RATE, SSN, COMMAND AND MAILING ADDRESS LEGIBLE?**

✓ **IF TRAVEL ADVANCE WAS RECEIVED, INDICATE AMOUNT; DOV NO.; DATE AND PLACE PAID.**

✓ **IS ITINERARY SECTION (BLOCK 150) COMPLETELY FILLED OUT? i.e. Dates, Times, Locations, Reasons for Stops and mode of travel.**

✓ **REIMBURSABLE EXPENSES (Block 16)**

- ☐ Amount for lodging indicated (include (BEQ/BOQ charges).
- ☐ Taxi fares (receipts required for fares over \$25.00).
- ☐ Rental car receipt (must be authorized on orders or payment will not be made).
- ☐ Rental car gas receipts (receipt must show city and state where purchased).
- ☐ POC (POV) mode of travel (must be authorized on orders or payment will not be made).
- ☐ Commercial airline ticket (must include a copy of A/L ticket with fare info and cost). Orders must authorize travel at own expense subject to reimbursement at GTR/Government cost rate.
- ☐ Registration fee (must be authorized on orders). Only portion of fee which excludes meals, refreshments, is reimbursable. Orders should state which meals are included in fee.

✓ **POC OWNER/OPERATOR OR PASSENGER BLOCK CHECKED? (Block 18)**

- ☐ If owner/operator not checked, no reimbursement will be made — miles must be stated in itinerary.

✓ **LONG DISTANCE TELEPHONE CALLS? (Block 20)**

- ☐ Civilian travellers require signature of immediate senior.
- ☐ Military travellers require signature of Commanding Officer or designated officer. (Additional specific itemized information as follows):
  1. Points between which conversation was held.
  2. Date the call was made.
  3. Amount paid for each call.
  4. Statement that the call was on official business.

✓ **SIGNATURE AND DATE IN INK? (Block 20)**

- ☐ Signed?   ☐ Dated?

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